



ROUND ROCK I S D

Human Resource Services

GUIDELINES FOR ACCEPTABLE USE OF DISTRICT TECHNOLOGY RESOURCES

All users must complete the necessary forms agreeing to follow guidelines in order to use the district's technology resources and personal devices. Violation of guidelines or policies of the Round Rock Independent School District may result in disciplinary action and loss of the privilege of using these tools and/or criminal prosecution. The classroom teacher (or substitute) and all district employees are responsible for the active supervision and monitoring of students as they use the district's technology resources and personal devices (BYO).

- These hardware and software technology resources are to be used for administrative and educational purposes only.
- Respect the property rights of others by obeying all copyright regulations and regulations for use of software, electronic resources, and equipment.
- You may not use these resources for any illegal purposes.
- You may not use these resources for selling products or services or for lobbying.
- You may not use another user's ID or password.
- You may not upload or download programs to or from these resources without proper supervision.
- You may not read, delete, copy, or change the electronic mail of other users or interfere with their ability to receive/send electronic mail. Electronic communications may be monitored at times and are not considered confidential.
- The materials, equipment, and services may not always be available, and they may not always meet your needs.
- You may not harm, misuse, or destroy any of the equipment, software, or programs that are part of these resources or any other agency or network accessible through these resources. Any such harm or misuse is subject to disciplinary action and/or criminal prosecution.
- If you identify or know of a security problem on the system, you must notify your supervisor and you must not demonstrate the security problem to other users.
- You must follow proper etiquette (netiquette) when using this system.
- Exemplary behavior is expected on "virtual" field trips, video conferences, or screen sharing communication sessions. Remember that you are representatives of your school and the Round Rock Independent School District.
- Round Rock Independent School District may monitor your use of these resources to ensure that you are following the guidelines.

The Round Rock Independent School District is not responsible for any inaccurate or objectionable material which users may access. The Round Rock Independent School District does not guarantee the authenticity or accuracy of any information provided by this system.

The ultimate success of these resources is dependent upon the honor, integrity, and exercise of good judgment by each individual user.

I agree to abide by the provisions of Round Rock Independent School District's electronic communications system(s) policy and administrative regulations. In consideration for the privilege of using Round Rock Independent School District's electronic communications system(s), and in consideration for having access to the public networks, I hereby release the Round Rock Independent School District from any and all claims and damages of any nature arising from my use of the system.



ROUND ROCK I S D

Human Resource Services

GUIDELINES FOR ACCEPTABLE USE OF DISTRICT TECHNOLOGY RESOURCES

NETIQUETTE ON THE INTERNET

All users of the Round Rock public schools' computers and networks are expected to abide by the generally accepted rules of network etiquette (netiquette). Informal rules of behavior have evolved for communication on the Internet and other online services. Breaches can result in "flaming" - harsh criticism by others on the Net - or restricted access to some resources on the Internet. These rules of behavior include the following.

Be polite. Do not become abusive in your messages to others.

Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.

Do not reveal your personal address or phone numbers or those of other students or colleagues.

All communications and information accessible via the network should be assumed to be private property.

Keep paragraphs and messages short and to the point. Focus on one subject per message. Always include a subject line in e-mail.

Include your signature at the bottom of e-mail messages. Your signature footer should include your name and Internet address.

Capitalize words only to highlight an important point or to distinguish a title or heading. "Asterisks" surrounding a word may also be used to make a stronger point.

Remember that humor and satire can be misinterpreted. Be judicious in your choice of words.

Minimize spelling errors and make sure your message is easy to understand; however, remember that many people all over the world use the Internet. Please do not criticize another person's use of grammar or spelling.

Cite all quotes, references, and sources. Copyright applies to electronic information.

Never send chain letters through the Internet.